

NOTICE

There will be a job vacancy in the **18th Circuit Court – Family Division – Bay County.**

JOB TITLE: **ASSISTANT FRIEND OF THE COURT – OPERATIONS**

SALARY RANGE: \$62,088 per year entry, progressing to \$74,962 per year after 3 years (PC10)

Full-time position with benefits, Circuit Court non-represented

General Summary

Under the direction of the Friend of the Court, presents show cause and other matters in court. Meets with individuals delinquent in support payments. In the absence of the Friend of the Court, serves as fact-finder in recommending temporary support and other conditions. Advises and assists staff in investigative and enforcement activities and answers legal questions. Acts for the Friend of the Court in that official's absence.

Principal Duties and Responsibilities

1. Meets with parties called to office for delinquency in support payments, includes reviewing account and financial situation, explaining consequences of delinquency, and attempting to enforce support order through income withholding or other means without the necessity of a court hearing.
2. Represents the office on show cause hearings in court, includes overseeing preparation of case for court, presenting the case in court, examining and cross-examining witnesses, and presenting the law on domestic relations issues arising during the hearing.
3. In the absence of the Friend of the Court, or as otherwise direct, serves as referee and fact-finder for temporary support hearings. Where agreement is not reached between the parties, makes temporary recommendations to the court on custody, parenting time, support and other conditions.
4. Directs staff investigations for petitions to increase support, includes examining income tax records and earnings histories to determine appropriate recommendations for support and drafting same.
5. Assists with supervision of the Family Evaluators/Mediators and their assistants, overseeing investigations and exercising final approval over their recommendations.
6. Answers questions of staff, attorneys and clients regarding specific cases, office procedures and reference questions in the area of family law.
7. Assists the Friend of the Court in keeping the office staff, the bench and bar apprised of significant changes in the area of family law, includes researching and analyzing statutes, court rulings, articles and related legal materials.

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9. Occasionally writes briefs for the court on specific legal or policy questions in the area of family law.
10. Recommends sentences to the court for persons found guilty of contempt of court. Analyzes history of case in order to make such recommendations.
11. Assists the Friend of the Court in determining priorities in scheduling cases on the court's docket.
12. Acts for the Friend of the Court in that official's absence.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not an exhaustive list of all job duties performed.

Employment Qualifications

Education: Graduate from an accredited law school.

Experience: Two years of practice in the area of family law.

Other Requirements: Admitted to practice law in the State of Michigan.

Physical Requirements

This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

Application Procedure

Application Deadline is Friday, October 4, 2013. Resumes should be sent directly to:

Elizabeth A. Roszatycki, J.D.
Bay County Friend of the Court
P.O. Box 831
Bay City, MI 48707-0831

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES.